

Rental Criteria

Thank you for applying to the Lofts on Willow. The Lofts on Willow do not discriminate against any person based on race, color, religion, gender, national origin, family status or disability. The rental criteria below explain the policies of our community with regard to standards that must be met by each applicant in order to be approved for residency.

An application/ credit & criminal background check must be filled out completely and accompanied with a money order in the amount of \$15.00. **This fee is non-refundable unless you provide our office with a credit report completed within the last 30 days.**

All applicants must provide a copy of a current, valid state issued ID or Government issued ID.

Rental Requirements: A rental verification form must be signed and returned with the completed application.

- We will contact your previous landlord to verify that your departure was in good standings. One year of positive verifiable housing history through a third party is required.
- The application will be denied if rental history demonstrates noise or other complaints, or when the previous manager will not re-rent due to rental problems.
- Home ownership must be verified. Mortgage payments must reflect no more than four (4) late payments in the past two (2) years.

Income Requirements: Gross monthly income must meet or exceed 2.5 times the monthly rent.

- If applicant is employed, he/she must sign employment verification (do not fill it out) and provide 2 current paystubs.
- If applicant is a student, one of the following must be provided :
 - a. Proof of a stipend from the university
 - b. A current bank statement containing the equivalent of three month's rent; or
 - c. Proof of an active student loan.
- If applicant is retired, he/she must provide copy of current statement for pension, stocks, bonds, IRA or Etc.
- If applicant does not have a SS# or employment, applicant must provide :
 - a. Qualified co-signer
 - b. A current bank statement containing the equivalent of three month's rent

Credit History: A credit report will be processed through Screening One. The credit report must have a favorable credit score of 650 or higher. Medical expenses are excluded. An applicant will be denied if the report contains:

- Bankruptcy – any applicant with a reported bankruptcy that has not been discharged within the last 3 years will be rejected, unless it is due to medical expenses.
- Unsatisfied civil judgments at the time of application, (judgments due to a Summary Proceeding will not be considered).
- Outstanding collections at the time of application – any applicant with more than five (5) outstanding collections in the past two years will result in denial.

Criminal History: A criminal background check will be processed through Screening One on all individuals over 18, which will occupy the apartment.

- Only crimes for which the applicant has been convicted or recent pending arrests will be considered.
- Only offenses that involved physical danger or violence to persons or property or that adversely affected the health, safety and welfare of other people will be considered.
- Convictions that have been excused by pardon, overturned on appeal or otherwise vacated will not be considered.

Automatic Bars to Admission

- If the applicant was convicted for producing methamphetamine in the home
- If the applicant is required to be a lifetime registrant on the Sex Offender registry.

If it is determined that an applicant has a criminal conviction or recent pending arrest that meets the criteria above, an individualized assessment will be performed and will include factors such as (a) seriousness of the crime, (b) the time elapsed since the offense, (c) the age of the applicant at the time of the crime, (d) evidence of the applicant's rehabilitation and (e) whether they are an actual danger to their neighbors.

If it is determined that you or a member of your household has a criminal record that would disqualify your household for admission to our property you will be notified in writing within 3 days of the receipt of all paperwork. You have 14 days from the date of the receipt of the denial letter to provide a written response or request a meeting to dispute this determination. If mitigating circumstances should be considered that would enable us to continue processing the application, please present written evidence of those circumstances within 14 days of the date of the receipt of the denial letter. If we do not receive any such information with that 14-



day period, we may issue a final letter with respect to admission of your household to the property.

By signing below, I agree that I have read, understand, and agree to the Lofts on Willow Rental Criteria. I realize falsifying information on my application will result in automatic denial.

Signature

Date

Signature

Date

Agent for Owner

Date

Failure to meet minimum standards established for the credit and landlord checks and minimum income requirements will be cause for rejecting applicants for residency.



RENTAL APPLICATION

(Each co-resident may be required to submit separate application)

(FOR OFFICE USE ONLY)

Approved: _____ Denied: _____ Unit Assigned: _____
\$ Deposit Received: _____ Date Deposit Received: _____
Date of Occupancy: _____ Date of Lease: _____

Date: _____

Property Name: _____

Address: _____

Type of Apartment Preferred: ☐ 1 BR ☐ 2 BR ☐ 3 BR ☐ Other: _____ Date Needed: _____

How Many Occupants? # _____ How did you hear about us? _____

APPLICANT #1:

Name: _____ SS #: _____ DOB: _____

Primary Phone: _____ Email: _____ : DL# _____ / _____ State

Present Address: _____ City: _____ State: _____ Zip: _____

Length of Residency: From: _____ To: _____ Monthly Rent/Mortgage Payment \$ _____ Landlord Name: _____

Landlord Phone # _____ Landlord Email: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Present Employer: _____ Address: _____ Work Phone: _____

Position: _____ How Long: From: _____ To: _____ Monthly Gross Income: \$ _____ Supervisor: _____

Additional Monthly Income: \$ _____ Source: _____

APPLICANT #2:

Name: _____ SS #: _____ DOB: _____

Primary Phone: _____ Email: _____ : DL# _____ / _____ State

Present Address: _____ City: _____ State: _____ Zip: _____

Length of Residency: From: _____ To: _____ Monthly Rent/Mortgage Payment \$ _____ Landlord Name: _____

Landlord Phone # _____ Landlord Email: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Present Employer: _____ Address: _____ Work Phone: _____

Position: _____ How Long: From: _____ To: _____ Monthly Gross Income: \$ _____ Supervisor: _____

Additional Monthly Income: \$ _____ Source: _____

OTHER OCCUPANTS:

#1 Name: _____ DOB: _____ #3 Name: _____ DOB: _____

#2 Name: _____ DOB: _____ #4 Name: _____ DOB: _____

PET(S):::

Do you own a pet? ☐ No ☐ Yes Type: ☐ Dog ☐ Cat(s) How Many _____ Breed: _____ / _____ Weight _____ / _____





RENTAL APPLICATION

(Each co-resident may be required to submit separate application)

Vehicle 1: Make: _____ Model: _____ Color: _____ **Vehicle 2:** Make: _____ Model: _____ Color: _____
Plate #: _____ State: _____ Plate #: _____ State: _____

EMERGENCY CONTACT:

Name: _____ Address: _____ Phone: _____ Relationship: _____

RELEASE:

Applicant(s) acknowledge(s) that he/she has deposited with Lofts on Willow LLC a non-refundable credit/ criminal background check fee in the amount of \$15.00. (see rental criteria sheet) After the communication of approval, the Applicant(s) must then pay in full the non-refundable administrative fee in the amount of \$300.00 within ten business days. The administrative fee is retained by Lofts on Willow LLC to reimburse it for refurbishing and redecorating the apartment at the expiration of the lease term. After deposit of admin fee, if the Applicant(s) does not enter into a lease agreement the administrative fee shall be forfeited to Lofts on Willow LLC. The undersigned does hereby authorize the Landlord to obtain a consumer report (credit and criminal history) from a consumer reporting agency in considering this application and in connection with review of the account applied for. Upon request, the Landlord will supply name and address of the credit bureau providing such information. The undersigned authorized the Landlord to obtain credit information from other sources and may exchange records regarding credit experience with consumer reporting agencies. The applicant(s) affirm(s) that all of the information in this credit application is true and complete, whether completed by the applicant(s) or by the Landlord at the direction of the applicant(s). The undersigned makes the foregoing representations knowing that if any of such proves false, Landlord at his option may cancel and annul any lease given in reliance upon such information.

Signature: _____ Date: _____

Signature: _____ Date: _____





Landlord Verification

Date:

To Whom It May Concern:

_____ has applied for an apartment at our apartment community. We require verification of previous residency and we would greatly appreciate it if you could please fill out the bottom portion of this form. You may mail it back to my attention in the self-enclosed stamp envelope. Thank you for cooperation.

Sincerely,

Dan Tartaglia
Property Manager

I, _____, do hereby authorize you to release the following
(applicant –please print)
information to Sutton Real Estate Company LLC., in order that they may process my rental application for residency at Lofts on Willow.

Applicant Signature

Co-Applicant Signature

Landlord Must Complete the following information below:

Amount of monthly rent: _____ Utilities included _____

Dates applicant rented: _____ to _____

Caring for Unit:

Does applicant keep the unit clean? _____

Are there any damages to the unit? _____

Will you keep any of the security deposit? _____

Does the applicant have a pet(s)? _____ If yes, what type of pet? _____

General:

Does the applicant interfere with the rights and quiet enjoyment of other tenants? _____

If yes, please explain: _____

Would you rent to the applicant again Yes or No (please circle)

Signature: _____

Phone: _____

Email: - _____

Date: _____



Verification of Employment

Date: _____

To Whom It May Concern:

_____ has applied for an apartment at our apartment community. We require verification of employment and will need the necessary information listed below for completion of his/her application.

Sincerely,

Dan Tartaglia
Property Manager

I, _____, do hereby authorize you to release the following
(applicant –please print)
information to Sutton Real Estate Company LLC., in order that they may process my rental
application for Lofts on Willow .

Applicant's Signature.

Please complete the information below:

Hire date: _____ to _____

Position held: _____

Annual Earnings: _____

Supervisor's Name: _____

Contact Phone Number: _____

Authorized signature